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: UNITED STATES DEPARTMENT OF AGRICULTURE
: Production and Marketing Administration
: Washington, 25, D.C.
:
: NUMBER 221 April 3, 1950
:

PMA PROCEDURE TRANSMITTAL AND CHECK SHEET

NOTICES

ADMINISTRATIVE NOTICE No. 162 TRANSFER OF CLAIMS RESPONSIBILITY: Transfers responsibility for certain claims involving CCC-owned commodity inventory from the Transportation and Warehousing Branch to the Fiscal Branch effective January 30, 1950. DISTRIBUTION: A, B (Distributed Separately)

NEW AND REVISED INSTRUCTIONS

101.7 AUTHORITY TO ADMINISTER OATHS OF OFFICE: Lists
3-22-50 employees designated to administer oaths in connection
REVISED with federal employment. Remove PMA 101.7 dated
8-20-47 and insert the revised instruction dated
3-22-50. DISTRIBUTION: A B (Distributed Separately)

102.1 LEGAL ASSISTANCE ON PROGRAM MATTERS - FIELD: On
8-17-49 Page 1, change the address of the regional attorney
CHANGE on at Chicago to:
Pages 1 and 3 Suite 805, 79 West Monroe Street
Chicago, 3, Illinois

On page 3 change the address of the regional attorney
at Portland to:
901 United States National Bank Building
309 S. W. Sixth Street
Portland, 4, Oregon

106.2 RELATIONSHIP OF PMA FIELD OFFICES TO BUDGET BUREAU
2-19-47 FIELD SERVICE: Make the following address corrections
CHANGE on on page 1, paragraph III "Location of Budget Bureau
Page 1 Field Offices and Officers in Charge":

Change the Chicago address to: U. S. Customs
House Building, Room 900, 510 South Canal
Street, Chicago, Illinois

Change the San Francisco address room number
to: Room 121

Change the Denver address to: Room 417
New Customs House Building, Denver, Colorado

DISTRIBUTION: A, B

NEW AND REVISED INSTRUCTIONS (CONT'D)

- 113.1 PMA STATE CHAIRMEN: After April 1, 1950 the
EXHIBIT A Connecticut State PMA Office in Hartford will be
1-10-50 located at 500 Capitol Avenue. Change page 1
CHANGE on of Exhibit A accordingly. DISTRIBUTION: A, B
Page 1
- 221.1 APPROPRIATIONS AND FUNDS: Insert the attached new
EXHIBIT A pages 9, 10, 11 and 12 and remove the old pages of
REVISED the same numbers. New account limitations have
Pages 9, 10 been established under trust funds 12X8015 and
11 and 12 12X8200. On page 2, add the following limitation
to working fund 1205900(48):
 ".002 Advance from '5704400 Maintenance and
 Operations, Air Force, 1950' for mosaic and
 miscellaneous photographic reproduction work
 for the Aeronautical Chart Service, USAF."
DISTRIBUTION: A
- 413.6 ACQUISITION OF FORMS AND ADMINISTRATIVE SUPPLIES,
REVISED Pages EQUIPMENT AND MISCELLANEOUS SERVICES - AREA AND
1 and 2 FIELD OFFICES: Paragraph III B, on page 2, has been
3-27-50 revised to provide that payment shall be made by
PMA State Offices for supplies and equipment ordered
from Federal Supply Service for county offices; and
that state offices retain title to non-expendable
equipment purchased for county offices and are
responsible for inventory accountability for such
equipment. The revision on page 2 is confined to the
last eight lines of paragraph III B. No changes have
been made on page 1. Remove pages 1 and 2 dated
1-16-50 and insert the attached revised pages.
DISTRIBUTION: (A) (B-Field) (B-05 Washington)
- 689.1 ACCOUNTING FOR NET COSTS TO CCC ON SALES UNDER THE
3-16-50 INTERNATIONAL WHEAT AGREEMENT: On page 1, paragraph
CHANGE on II C, line 4 change the fourth word from "to" to
Page 1 "or". This line will then read "for procurement
cost or administrative expenses and the amount in-"
DISTRIBUTION: A, B

OBSOLETE INSTRUCTION

- 126.1 DEVELOPMENT OF 1949 PRODUCTION GOALS AND PROGRAMS:
7-9-48 This instruction is no longer required. Remove the
instruction and Exhibit A from the manual.
DISTRIBUTION: A, B

OBSOLETE FORMS

A list of obsolete forms dated April 1, 1950, is being distributed with this Procedure Transmittal and Check Sheet, for addition to "Obsolete Forms Supplement 1" dated February 15, 1950. Additional pages for Supplement 1 will be issued from time to time as additional forms are obsoleted, and will constitute official notice of forms obsolescences and stocks disposition.

DISTRIBUTION: A, B

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NOTE: This Procedure Transmittal and Check Sheet is distributed to all FIA Procedure Manual holders, regardless of the distribution given any of the individual items above.

